



# NAVAL AVIATION SCHOOLS COMMAND

~AVIATION PRE-FLIGHT INDOCTRINATION~

WELCOME ABOARD

CHECK-IN PACKET #2 | 1 November 2012

## **A-POOL MISSION**

The mission of A-Pool is to provide instruction and guidance to the prospective Naval Aviator/Flight Officer prior to classing up for Naval Aviation Preflight Indoctrination.

## **CHAIN OF COMMAND**

The immediate chain of command prior to beginning API coursework is the Flight Management Stash Ensigns, the A-Pool Division Officer, and the API Director. This chain of command is used for accountability and information dissemination.

## **EXPECTATIONS AND RESPONSIBILITIES**

You are an officer and expected to uphold the highest standards required of a Naval officer. Your priority is API preparation. Your responsibility is to complete all required training and checklist items and to attend mandatory events to include, but not limited to: 0645 morning muster, community activities, ceremonies, lectures, and Professional Military Education (PME) opportunities.

## **COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIR's)**

CCIR's are any information items that affect the Commander's decision-making process. You must immediately inform the Flight Management office of any CCIRs affecting you. This includes any personal information that may impact your performance or career, such as medical issues, family issues, legal issues, weddings, divorces, births, change of address, change in phone number, etc. You need to update such information with the A-Pool chain of command.

## **MUSTERING AND ACCOUNTABILITY**

A-Pool holds a mandatory "all hands" muster each working day in the auditorium of Bldg 633 at 0645. The uniform is khakis unless otherwise directed.

## **COMMUNICATION**

**Cellular phones and other electronic devices are not authorized for student use while inside Bldg 633.** Information about upcoming classes, events, or policies is distributed primarily at the morning muster. The A-Pool staff will utilize phone and email to distribute individual information as necessary and it is in your best interest to return these calls promptly.

## **STASH POSITIONS**

Several offices within API and throughout the base utilize Naval officers awaiting flight training to augment their staff. Stashed officers may be asked to instruct junior enlisted members, assist other commands, perform duties that will develop your skills as an officer, and participate in community service.

## **UNIFORMS**

You must possess and maintain the uniforms and accessories required of a Naval officer established by the Navy Uniform Regulations Manual. The uniform of the day, unless otherwise directed, is Khakis. Organized PT is Blue and Gold official PT gear. Civilian attire is regulated by the Navy Uniform Regulations Manual. As a general rule, attire worn in public should be representative of the high standard set by an officer in the Navy. You

shall not wear civilian attire during normal working hours in Bldg 633 or while conducting official business on a military installation.

### **PRT & FITNESS**

Students are expected to report within, and maintain, PRT standards.

PRT Minimum Requirements:

Male: 20-24	Female: 20-24
Push-ups: 47	Push-ups: 21
Sit-ups: 58	Sit-ups: 58
1.5 mile: 12:00	1.5 mile: 14:15
Male: 25-29	Female: 25-29
Push-ups: 44	Push-ups: 19
Sit-ups: 54	Sit-ups: 54
1.5 mile: 12:53	1.5 mile: 14:53

There are three gyms on NAS Pensacola that students can use:

Radford Fitness Center (BLDG 4143)

Mon-Fri.....5 am - 9 pm

Wknds/Hols.....7 am - 3 pm

Portside Fitness Center (BLDG 606)

Mon-Fri.....5 am - 9 pm

Wknds/Hols.....10 am - 6 pm

API Pool Building (BLDG 3828)

Free Swim Hours 1600-1800 & 1900-2100 M, T, TH, FRI

### **FLIGHT MANAGEMENT**

The Flight Management stash Ensigns execute A-Pool daily tasks on behalf of the Division Officer to include accountability of Naval officers awaiting flight training, stash billeting, leave requests, and TAD requests. The stash Ensigns are also responsible for making appointments for new check-ins for anthropometric measurements (ANTHRO), DIVOLC, NAMI, flight gear fitting, motorcycle safety course (as required), and classing up for API. Any questions or issues should be brought to a stash Ensign before they are taken up the chain of command. All paperwork must be submitted immediately following appointments and at the conclusion of Division Officer Leadership Continuum (DIVOLC) to facilitate smooth and expeditious class up progression.

### **ADMINISTRATIVE ISSUES**

All administrative issues will first be brought to a Flight Management stash Ensign. The CPC (Command Pass Coordinator) office resolves pay issues, including inquiries concerning BAH, travel, entitlements, etc.

### **ANTHROPOMETRIC MEASUREMENTS**

Anthropometric measurements are completed in room 211 of BLDG 633, and are normally conducted on Tuesdays and Wednesdays. Students report to the Anthro office in official Navy PT Uniform.

## **FLIGHT GEAR FITTINGS / HELMET MEASUREMENTS**

Measurements are conducted between 0900-1330. A flight gear issue card will be filled out at the conclusion of the measurements and will be required to ensure proper gear issue during API. Report to the fitting in official Navy PT uniform.

## **MEDICAL / DENTAL**

Students submit medical and dental records at the Medical Clinic (Bldg 3600). If you need to see a doctor once in Pensacola, you should see one of the schools command Flight Surgeons in Bldg. 3600. The appointment number is (850) 452-5630 during working hours or (850) 505-7171 after 1500. If you get injured or sick in route to Pensacola, go to nearest ER or urgent care center. Run all medication and supplement use through a Flight Surgeon for approval. There is strict regulation of what you put in your body as an aviator. Students shall schedule dental appointments as soon as possible, if required. Clearance from dental is required to begin training and can substantially delay training if appointments are not obtained early in the check-on process.

## **NAVAL AEROSPACE MEDICAL INSTITUTE (NAMI)**

NAMI (BLDG 3933) is located off of Duncan Rd and is where you will go to get your first aviation up-chit. Your appointment will usually be at 0645 on a Tuesday in Regulation PT gear. Your up-chit is essential throughout your career in Aviation and is required to begin any training. A copy of your up-chit or physical disposition notice must immediately be turned in to Flight Management upon receipt. Once through NAMI, you will go to NASC Flight Surgeons for all issues.

## **DIVOLC**

Division Officer Leadership Continuum (DIVOLC) is a week long course preparing new officers for leadership positions encountered in the fleet. The course convenes at 0800 every Monday in room 120 of BLDG 511 on Corry Station. When required, an additional class may be convened onboard NAS Pensacola in BLDG 633.

## **HURRICANE PREPAREDNESS** (Appendix A)

Hurricanes are a common occurrence in the Gulf Coast, and have devastated the Panhandle of Florida in past years. You must develop a personal evacuation plan while living in the Pensacola area. During check-in, be prepared to provide a hurricane evacuation address that is 300-500 miles away. See Appendix A for critical information that will help you prepare or evacuate for a hurricane.

<http://www.cnic.navy.mil/pensacola/>

## **LEAVE**

E-Leave request chits are completed and submitted through the Navy Integrated Personnel System (NSIPS). See the A-Pool Division Officer when requesting leave. Departing prior to approved departure date and time, or returning after approved return date and time will result in disciplinary action. Leave extensions will be handled on a case-by-case basis executed through the chain of command. Any OCONUS leave will be routed to the Commanding Officer of NASC via the chain of command (See Foreign Clearance Guide (FCG) for travel OCONUS and

have plenty of lead time depending on Country requirements). Emergency leave will be handled on a case-by-case basis and usually requires a Red Cross Message. Leave is required to travel via commercial air, and for travel greater than 200 miles via POV.

### **SPECIAL LIBERTY**

Special liberty permission is required to travel via POV farther than 100 driving miles for 1 day of liberty and also for driving farther than 200 miles for 2 days of liberty (i.e. the weekend). Liberty will not be approved until all required leave/special liberty checklists are complete.

### **HOLIDAYS**

Some weekends may be extended to 72 or 96-hour liberties. NASC will recognize federal holidays at the discretion of the CO. However, critical billets will always be filled. Travel outside the established liberty boundaries for a specific weekend or holiday requires a special liberty request.

### **UNAUTHORIZED ABSENCE (UA)**

You will be considered UA if you do not report timely to your appointed place of duty, or if you do not return on the time and day your leave or TAD expires. UA offenses will be handled by the Flight Management office. If you are unable to make it to your appointed place of duty or cannot return from leave due to extenuating circumstances, immediately notify your chain of command (beginning with Flight Management at 850-452-4552).

### **PARKING AND BASE DRIVING**

Students are authorized to park in yellow or unmarked spots, blue marked spots are reserved for staff personnel. When driving on base, it is your responsibility to obey base guidelines and traffic laws. Common violations are: cell phone use while driving (texting or talking), traveling 1 mph or more over the speed limit, not coming to a complete stop at stop signs, and not stopping at crosswalks when pedestrians are present. **Naval customs and courtesies demand that all vehicles stop during colors.**

### **MOTORCYCLES**

When driving motorcycles on or off base, you are required to pass an approved Motorcycle Safety Foundation (MSF) course and obtain a MSF card. The Scheduling Officer will refer drivers to DOD approved safety courses. If you already possess a motorcycle safety card, present it to the Safety office. All Sailors who drive motorcycles must wear the required Personal Protective Equipment (PPE). The Flight Management Office shall be informed if a motorcycle will be ridden while onboard API.

### **OUTSIDE EMPLOYMENT**

You are not authorized employment outside the Navy while assigned to A-pool, during API, or while in flight training.

### **ALCOHOL**

The Navy has a zero tolerance for driving under the influence. Additionally, Naval officers are held to a high standard and can expect to be removed from the aviation program and potentially separated from the military for any alcohol related offense. If you decide to drink, you must plan

ahead to utilize a designated driver or hire a taxi. Designated drivers should take responsibility for and protect fellow Sailors by abstaining from alcohol. If you elect to hire a taxi, the numbers of some of Pensacola's cab companies include:

- Yellow Cab               **850-456-8294**
- Williams Taxi           **850-469-1920**
- Lime Cab               **850-455-5544**
- Arrive Alive           **850-433-3333**

Additionally, NASC utilizes the Arrive Alive program designed to provide Sailors a ride home in the event payment is not available or prior designated driving plans have failed. You will receive an Arrive Alive Card at check-in with Flight Management. To utilize this service call 850-433-3333 and present the Arrive Alive card to the taxi driver as payment. A command representative will work with you at a later date to settle payment. The utilization of this program remains anonymous between you and the command.

\*\*\*Save these numbers in your cell phone.\*\*\*

#### **NAVY KNOWLEDGE ONLINE** (Appendix B)

Prior to beginning API coursework you are required to complete the 7 online training courses listed below and submit completion certificate to Flight Management. Appendix B provides steps to access course material.

- a. DOD Information Assurance V10 (DOD-IAA-V10.0)
- b. Trafficking of Persons General Awareness Training (JKDDC-TIP-2.0)
- c. Driving for Life (CDP-DFL-01)
- d. Supervisor – Managing Your Team's Risk (CPPD-ORM-MYTR-1.0)
- e. Individual – Managing Your Risk (CPPD-ORM-MYR-1.0)
- f. Privacy and Personally Identifiable Information (PII) Awareness Training (DOD-PII-2.0)
- g. ATFP Level I Awareness Training for Service Members (CONUS) (CANSF-ATFP-CONUS-1.0)

## IMPORTANT PHONE NUMBERS

Aviation PREFLIGHT Indoctrination – Phone List	
Office	Phone Number
NASC Quarterdeck	(850) 452 - 4142 / 2414
Command Duty Officer (CDO)	(850) 449 - 6162
API A-Pool	(850) 452 - 4552
BOQ (NAS Pensacola)	(850) 452 - 2755
BOQ (NAS Whiting Field)	(850) 623 - 7605
Navy Lodge	(850) 452 - 8676
Legal	(850) 452 - 3733
Personal Property Office	(850) 452 - 4654
NASC Chaplain	(850) 452 - 2607
NASC OMBUDSMAN	(850) 512 - 9659
Naval Hospital	(850) 505 - 7171
Medical Clinic	(850) 452 - 5242
Dental Clinic	(850) 452 - 5600

## **APPENDIX A:**

### **HURRICANE PREPAREDNESS**

It is incumbent upon you that you read this information and prepare yourself and your family in the event of a hurricane. All students should have a disaster supply kit and an evacuation plan with a designated evacuation destination no more than 400 miles away from NASC. Ensure your homeowner's or renter's insurance is current to reflect coverage in case of a hurricane and flooding (two separate coverages). The CO of NASC will determine if evacuation is necessary.

Useful information may be found on the following websites:

Escambia County Department of Public Safety:

<http://www.escambia-emergency.com/>

Santa Rosa County Emergency Management

<http://www.santarosa.fl.gov/emergency/index.html>

National Weather Service National Hurricane Center

<http://www.nhc.noaa.gov/>

The following are the official conditions of readiness for Hurricane Preparedness:

#### **Condition IV -**

Trend indicates a possible threat of destructive winds of the force indicated within 72 hours. Review hazardous and destructive weather Implementation plans, as established by local regulations.

#### **Condition III -**

Destructive winds of the force indicated are possible within 48 hours. Take preliminary precautions.

#### **Condition II -**

Destructive winds of force indicated are anticipated within 24 hours. Take precautions that will permit establishment of an appropriate state of readiness on short notice.

#### **Condition I -**

Destructive winds of the force indicated are occurring or anticipated within 12 hours. Final precautions as prescribed.



## **APPENDIX B:**

### **NAVY KNOWLEDGE ONLINE (NKO) PROCEDURES**

- 1) Go to <https://wwwa.nko.navy.mil> (create account if not already created).
- 2) On the right side under the "Learning" category select "E-Learning"
- 3) On this page you will see several PDF files with directions on how to set up your browser. Choose the Non-NMCI PDF file (if working from home.) If you do not set your browser up exactly the way the file explains, you will not be able to finish the courses or view your transcripts or view your certificates.
- 4) Under "Content" on the left side, select "View all items".
- 5) In "View all items" perform a tab search for "DOD Information Assurance V10" (DOD-IAA-V 10.0), "Trafficking of Persons General Awareness Training" (JKDDC-TIP-2.0), "Driving for Life" (CDP-DFL-01), "Supervisor- Managing Your Team's Risk" (CPPD-ORM-MYTR-1.0), "Individual – Managing Your Risk" (CPPD-ORM-MYR-1.0), "Personal Identifiable Information" (DOD-PII-V2), and "ATFP Level I Awareness Training for Service Members (CONUS)" (CANSF-ATFP-CONUS-1.0).

Complete all trainings and print out certificates. Return to the Lead Ensign to receive TRANET email address and instructions, with NKO certificates in-hand.